



~~CONFIDENTIAL~~

25X1A

CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

25X1A

ADMINISTRATIVE INSTRUCTION  
NO. [REDACTED]11 August 1948 *Regency file*

SUBJECT: Typewriters

1. A recent inventory reveals that typewriters are on hand in activities of this Agency on the overall basis of nearly one per person employed. Some activities are charged with an even greater proportion.

2. A normal ratio of typewriters to persons employed by an Agency of this nature should not exceed one per two persons employed. This ratio is established as the normal basis of issue for CIA.

3. Any office or staff section whose requirements are greater than the normal basis of issue will submit a detailed justification to the Executive for Administration and Management recommending a special basis of issue.

4. The Executive for Administration and Management will take appropriate action to withdraw from all activities any typewriters in excess of the normal basis of issue except in those cases where a special basis has been previously approved in writing by the Executive for A&M. This action will be completed not later than 27 August 1948.

5. In the Office of Special Operations these instructions will apply only to the vouchered departmental activities. The Assistant Director for Special Operations is charged with control of typewriter allocations for the balance of his activities, and will be guided by these instructions insofar as is practicable.

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FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

[REDACTED]  
Executive for  
Administration and Management

DISTRIBUTION: A

*No report necessary at this time 17 Aug. 1948. CAS  
will make necessary justification for OSO.*

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STATINTL

4	Payroll	5
1	SMU	3
3	Requesting	1
2	Adm	2
1		1
1		1
2		2
	9	6
8	16	
		24

- Representing

Aug 13 2 45 PM '48

CAS

Aug 13 11 50 AM '48

CAS

SFD 8/16/48

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ADMINISTRATIVE INSTRUCTION  
NO. [REDACTED]

13 August 1948

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SUBJECT: Typewriters

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The security classification of Administrative Instruction  
[REDACTED] dated 11 August 1948, subject: "Typewriters", is  
changed from unclassified to CONFIDENTIAL.

It is requested that all recipients classify copies in  
their possession accordingly.

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